

**EFFECTIVE**

October 1, 2004.

**SUBJECT**

1. Heart of the Solution Form Revisions
  - Revised FIA-3503, Verification Checklist
  - FIA-38-S, Verification of Employment
2. New Forms
  - FIA-431, Self-Employment Income and Expense Statement
  - FIA-4025, Child Development and Care (CDC) Provider Verification
3. New Juvenile Justice Manual Series
4. Revised Forms & Publications

**1) HEART OF THE SOLUTION FORM REVISIONS****Revised FIA-3503****FIA-3503, Verification Checklist**

In response to a Heart of the Solution suggestion, the FIA-3503 has been revised to allow an address box at the top of the page. This box will allow FIS/ES to prefill addresses from the Data warehouse. This will save time but also means there is less room for specific information boxes. To accommodate the address box some fields that were not used as often were removed. There are still "Other" boxes and spaces available to request less often used data.

**FIA-38-S****FIA-38-S, Verification of Employment**

The original FIA-38 will be retained as a standard form. As a result of a heart of the solution suggestion we are adding an optional FIA-38-S containing a field for the customer's signature.

Staff requested the customer signature be added as some employers are refusing to fill the form out without permission from the employee. Employers cited the new privacy rights as the reason for refusal.

The FIA-38-S is an optional form that may be used when necessary. Use of this form:

- means the FIS/ES may not have to copy the signature page of the FIA-1171, Assistance Application, to provide employers with a release of information.
- may expedite receipt of information needed to determine eligibility.
- may prevent additional phone calls to explain why employment information is needed.
- may prevent resending the form.

**Note:** One reason that the original FIA-38 is being retained is that recoupment workers often do not have contact with customers so they are unable to obtain a signature.

## 2) NEW FORMS

### FIA-431

#### **FIA-431, Self-Employment Income and Expense Statement**

New form FIA-431 has been created to help document a customer's income and expenses from self-employment. The FIA-431 may be given to customers to complete to itemize their income and expenses for a given month(s).

Refer to Program Policy Bulletin 2004-015 for additional information.

### FIA-4025

#### **FIA-4025, Child Development and Care (CDC) Provider Verification**

New form FIA-4025 may be used to provide information about children in care, the date care began, where care is provided, relative status and other reimbursements the provider receives on behalf of the children in care. Use of the form is optional. It should be filed in the CDC case file.

Refer to Program Policy Bulletin 2004-015 for additional information.

### 3) NEW JUVENILE JUSTICE MANUAL SERIES

The most recent Word templates have been added to Reference Forms & Publications (RFF) for many Children's Services related items. Several new items are also added. This update is a result of links to forms from the new Juvenile Justice series of manuals.

### 4) REVISED FORMS & PUBLICATIONS

In addition, exhibits or form instructions have been revised in the following items:

- **FIA-198 and FIA-198-SP**, Child Development and Care Certificate/Notice of Authorization (English and Spanish)
- **FIA-220 and FIA-220-SP**, Day Care Aide/Relative Care Provider Application (English and Spanish)
- **FIA-805-A-SP**, Child Development and Care Billing/Reporting Record, Spanish
- **FIA-Pub. 836-SP**, 4 Steps to Choosing Quality Child Care, Spanish
- **FIA-4583-SP**, Child Development and Care Application, Spanish
- **FIA-4660**, Medicare Savings Program Notice
- **FIA-4690 and FIA-4690-SP**, Child Development and Care Customer Notice (English and Spanish)
- **FIA-4749**, Non-Cash Assistance Support Service Request
- **FIA-4786**, Life Insurance Verification
- **DCH-0682W**, Affidavit of Parentage

**MANUAL  
MAINTENANCE  
INSTRUCTIONS****Added Items ...**

RFF 38S  
RFF 49H  
RFF 62  
RFF 232  
RFF 233  
RFF 235  
RFF 236  
RFF 237  
RFF 268  
RFF 269  
RFF 325  
RFF 431  
RFF 830  
RFF 1583  
RFF 3025  
RFF 3198A  
RFF 3308  
RFF 4025  
RFF 4350  
RFF 4526  
RFF 4527  
RFF 4737  
RFF NSP938B

**Changed Items (content changes) ...**

RFF 5S  
RFF 18  
RFF 38  
RFF 69  
RFF 93  
RFF 94-I  
RFF 133A  
RFF 176  
RFF 198  
RFF 213  
RFF 220  
RFF 234  
RFF 261  
RFF 350

**RFF 352  
RFF 470  
RFF 470A  
RFF 650  
RFF 767  
RFF 805  
RFF 826  
RFF 1013  
RFF 1143  
RFF 1150  
RFF 1354A  
RFF 1582  
RFF 1582CS  
RFF 1662  
RFF 1664  
RFF 1945  
RFF 3185  
RFF 3198  
RFF 3200  
RFF 3204  
RFF 3205  
RFF 3307  
RFF 3307A  
RFF 3377  
RFF 3503  
RFF 3600  
RFF 4262  
RFF 4357  
RFF 4476A  
RFF 4536  
RFF 4537  
RFF 4538  
RFF 4583  
RFF 4660  
RFF 4690  
RFF 4749  
RFF 4781  
RFF 4786  
RFF 4789  
RFF 4790  
RFF DCH682W  
RFF PUB836**

**Changed Items (link changes only) ...**

**RFF 00INTRO**

**RFF 201**

**RFF 221**

**RFF 247**

**RFF 277**

**RFF 278**

**RFF 279**

**RFF 281**

**RFF 626**

**RFF 634**

**RFF 1111-4B**

**RFF 1354**

**RFF 1749**

**RFF 3762**

**RFF 4348**

**RFF 4539**

**RFF 4780**

**Deleted Items ...**

**RFF 4630**

**RFF 4702**